

DDA REGISTRY
85-2095

June 6, 1985

DDA SUBJECT FILE COPY

MEMORANDUM FOR: Executive Officer

FROM:

[REDACTED]
Chief, Acquisitions Branch

SUBJECT: Renewal Instructions for Calendar Year 1986

1. The following action is requested for the renewal or cancellation of subscriptions for Calendar Year 1986.

- A. Delete all titles to be cancelled by drawing a red line through each unwanted title. REDUCE the number of copies required by making the change in the SUB column.
- B. Make any changes in office designations in the OFFICE column. Due to the many office changes this year, please note the office mailing address in this same column.
- C. DO NOT add new subscriptions to the renewals list. You must submit a form 1395 signed by your authorizing official for each additional or new subscription.
- D. When all changes have been completed, the list must be signed by an approved authorizing official.

25 JUN 1985

2. Return signed copy of the list on or before 15 June 1985 to:

[REDACTED]
OCR/AB/EUR-SOV
GE 47 HOS
[REDACTED]

3. The Key to the computer format is as follows:

Column 1 Title

Column 2 Subscribing office or zip code designator

Column 3 Number of subscriptions

CONFIDENTIAL

Working Paper -
Destroy After
6 June 86

CONFIDENTIAL

Column 4 Estimated yearly cost per subscription

Column 5 Total estimated cost

Column 6 Periodicity:

- 1 Daily or Annual
- 2 Weekly
- 3 Monthly
- 4 Quarterly
- 5 Semi-weekly
- 6 Semi-monthly, bi-weekly or fortnightly
- 7 Bi-monthly
- 8 Semi-annual
- 9 Irregular

Column 7 Sequence number (for computer use only)

Column 8 Post/Dealer (coded source of subscription)

Column 9 Shipment (Surface, Air, Direct or Commercial Air)

Column 10 Type of publication:

- 1 - Annual
- 2 - Newspapers (U.S.)
- 3 - Periodicals and other newspapers

Column 11 Renewal Date (Acquisitions Branch use only)

Column 12 Office identification number

4. Orders processed after mid-May 1985 may not appear on this listing due to the lead time necessary to produce this list.

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